



Classification: Assistant Director, Traffic Records Division
Title Code: V00085
Pay Range: \$1738.00 - \$2567.50

Immediate Supervisor: Division Director

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the company director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is administrative work assisting the management of the Traffic Records Division. An employee in this position is responsible for providing support to the Director of the Traffic Records Division in planning and general management of all activities within the division. Confidentiality of records and other sensitive material must be maintained. The individual in this position must exercise considerable independent judgment and discretion in contacts with subordinates, the public, and personnel from state, local, and private agencies. Work is performed under general administrative supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assumes the responsibilities of the division director in his/her absence.

Plans, assigns, and reviews the work of division employees.

Answers difficult telephone and written inquiries pertaining to accident investigation and arrest records.

Maintains the division budget by keeping account of all expenditures and assists in its development.

Assists division supervisors with planning, coordinating, auditing, and directing special studies, projects, and programs in the areas of traffic arrests and accidents (e.g., Traffic Crashes pamphlet, STARS, FARS, and ADORS).

Serves as liaison with county and municipal courts, municipal law enforcement agencies, and other traffic oriented agencies by supplying necessary statistics and information.

Serves as a liaison to vendors in relation to revising, editing, ordering, and printing of statewide accident report forms, division microfilm equipment, etc.

Serves as an assistant Custodian of Records, in the absence of the Division Director, by appearing in court when subpoenaed, processing requests for records, certifying traffic records as official copies of records kept as part of normal MSHP business, and controlling access to closed records.

Assists in teaching accident classification to Patrol employees and other law enforcement agencies throughout the State of Missouri.

Performs job related travel as needed.

Performs other related duties as assigned.

Classification: Assistant Director, Traffic Records Division

Title Code: V00085

Pay Range: \$1738.00 - \$2567.50

Page 2

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the AS/400 or similar PC program.

Working knowledge of modern office procedures and practices.

Knowledge of principles and techniques of supervision.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to learn motor vehicle traffic accident classification.

Ability to learn the general procedures and the basic duties of the personnel working in traffic accident classification and arrest records.

Ability to make decisions in accordance with laws, policies, and regulations established by the Patrol and the State of Missouri.

Ability to compile and manipulate statistical data for the development of pamphlets, booklets, and other statistical publications.

Ability to calculate figures and establish budgetary constraints.

Ability to plan and delegate the work of others.

Ability to effectively supervise the work of others.

Ability to work independently.

Ability to operate basic office equipment, including a PC, typewriter, telephone, copy machine, microfilm processor and calculator.

Ability to understand and follow instructions.

Ability to establish and maintain harmonious working relationships with others.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to travel throughout the state for possible overnight assignments.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Classification: Assistant Director, Traffic Records Division

Title Code: V00085

Pay Range: \$1738.00 - \$2567.50

Page 3

MINIMUM EXPERIENCE AND EDUCATION REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess at least two years of college credits (i.e., 60 college credits) and at least four years experience in an administrative or supervisory position (preferably in the police traffic services field). One year of administrative experience may be substituted for each year of required education or one year of formal education may be substituted for each year of required administrative or supervisory experience.

NECESSARY SPECIAL REQUIREMENTS

Possess a valid Missouri Driver's License at the time of appointment.